

# UPSTATE

University of South Carolina

*student guidebook*

# OAR

ORIENTATION  
ADVISEMENT  
REGISTRATION

2022



# Upstate Challenge

At USC Upstate, you can expect continued campus growth. For the past several years, USC Upstate has been among the fastest growing universities in the state, public or private. New academic major programs have been added, as have new major buildings, along with new student services, expanded campus residential life and a strengthened focus on student success. And, there are more such exciting changes to come.

At its core, the University is not about buildings and grounds and programs. It is about students and faculty. You and your fellow students, together with the faculty, are dependent on the each other's seriousness of purpose. Your faculty and student colleagues have high expectations of you, as you do of them.

Without question, you have come to the University to create opportunity for yourself, to assure your future and to open doors to a successful life and career. All that begins with academic success . . . finishing your first year successfully and persisting into your second year and on to graduation. You have the capacity for academic success, or you wouldn't be here. So here are our Upstate challenges to you.

**1. First, accept responsibility.** You may suffer hardships through the next few years. You may experience academic challenges and personal challenges. Stress is in the nature of life, and it is certainly in the nature of academic life. College is a period of personal challenge, a time of intellectual challenge. You must accept responsibility for dealing with these challenges. The academic culture is a culture of independence. If you are going to benefit from your investment, you must accept responsibility.

**2. Second, seek help.** Part of taking responsibility is seeking help when you need it. The University provides wonderful resources for just this purpose. If the challenge is related to a class, please talk with your professor. Professors are here because they care about your work and your success. If the hardships are more broadly academic than a single course, seek out the Student Success Center or your faculty adviser. If they are personal, seek out the University Counseling Services, Health Services, the Dean of Students, your Residential Adviser, or the Center for Disability Services. We are all here to assist you in managing the challenges of the academic life.

**3. Third, be respectful.** You and your fellow students are in class to learn, and your professor is here to teach and to learn with you. Higher education is a dialogue, and it most certainly will shut down in the presence of disrespectful behavior in class. Your life as a university student is short and the work you do with your professors and fellow students is crucially important. Please be respectful of the academic culture.

**4. Fourth, be honest.** Nothing is more damaging to the academic enterprise, or to your success as a student, than academic dishonesty. Through experience, faculty members develop an exceptional "third eye" for the detection of ideas that are not a student's own. If cheating is discovered, the immediate consequences can be damaging and lasting. More importantly, the wrong lives long in the mind and takes a far greater toll than can ever be predicted at the time that academic dishonesty is committed.

**5. Finally, explore.** Follow the direction your intellectual curiosity leads you. Think about who you want "to be." Don't rush the choice of what you are going "to do." Feel free to explore. Cut a little distance between yourself and the crowd. Think of yourself from new perspectives . . . as a thoughtful person, as an experimentalist, as an artist, as a conversationalist, as a reader, as a leader. Relish the life that your mind and your studies make possible.

Following these five simple challenges can make your university experience a success. We are pleased to welcome you to the USC Upstate community and to encourage you to work hard, make connections and graduate. You can do it. We believe in you.







# Life at Upstate

The Housing and Residential Life staff wishes to extend a warm welcome to those considering campus housing. At USC Upstate, we want to encourage you to live on campus, an opportunity that will allow you to truly get the most out of your college experience. Studies have shown that for many students, living on campus can provide both an academic and a social benefit. Plus, national statistics indicate students who live in campus housing earn higher grade point averages than students who live off campus. Choosing to live in campus housing puts you right in the middle of everything USC Upstate has to offer — everything from study groups to athletic events, concerts, lectures, festivals, theatre productions and much more.

USC Upstate students have three affordable housing options for on-campus living: the Magnolia House (for freshmen only), the Palmetto House (for freshmen and some upperclassmen, primarily transfer students), and the Villas (for upperclassmen only).

All housing options have free laundry with Laundry Alert, which allows you to check the status of laundry from a computer, as well as Laundry Text, which sends a message straight to your phone when laundry is complete. Other amenities that all residents living on campus enjoy are the recreation room in the Palmetto House basement (Sparty's Den), which has foosball, air hockey, ping pong, billiards, flat screen televisions, computers, a printer and copier machine, and a movie theater/multi-purpose classroom.

Each floor has two Resident Advisers, usually upper-class students, who live on the floor with the students. They are specifically trained and available to assist students with all facets of "college living". In addition full-time or graduate staff housing professionals live onsite in each housing facility and are easily accessible to students. Plus, all housing facilities are located within walking distance to the Spartan Recreation Center, located in the Health Education Complex.

Each residence floor offers study rooms for quiet space and in-house tutoring. Students receive their mail and packages in the basement of Palmetto House. Cameras monitor the residential areas, and the doors are locked 24/7 with access granted only to those with key cards. Additionally, the Magnolia and Palmetto houses have front desks that area staffed 24/7 during the academic year.

The Office of Housing and Residential Life provides tours of the housing complexes upon request, which allow you to meet the residential life staff and tour the public areas and individual rooms when available. For more information and for a full list of amenities for each housing option, visit [www.uscupstate.edu/hrl](http://www.uscupstate.edu/hrl).

Note: All new full-time freshmen under the age of 20 are required to live on campus unless they live in the local area with their parents and have received permission from the Housing and Residential Life Office. Documentation is required.

## What to bring...

### ➔ Bathroom

- Toilet tissue
- First Aid kit
- Laundry basket
- Shower curtain
- Personal hygiene items
- Towels
- Hair dryer

### ➔ Bedroom

- Bed linens (80-inch long twin mattress)
- Television (with QAM tuner)
- Stereo / DVD
- Alarm clock
- Curtains (blinds provided)
- Lamps (non-halogen)
- Iron / ironing board
- Hangers
- Telephone
- Desk lamp
- Pillows

### ➔ Kitchen (The Villas only)

- Dust mop/Swiffer/broom
- Waste basket
- 10-gallon trash bags
- Paper towels
- Pots, pans, dishes, glasses

### ➔ Additional items

- Computer (laptop preferably)
- Rugs
- Sewing kit
- Rain gear
- Calendar
- Pictures (with push pins)

Office of Housing and Residential Life  
Palmetto House (bottom floor)  
Phone: 864-503-5422  
Email: [hrl@uscupstate.edu](mailto:hrl@uscupstate.edu)

Monday-Friday  
8:30 a.m.-5:00 p.m.



# Academic Survival Tips



**Form a support network.** There are many people who are eager for you to do well in school (such as friends, family, faculty and staff). Take advantage of that support and use them to fall back on when times get rough.

**Utilize campus resources.** USC Upstate has a multitude of resources at your disposal to assist you in being successful. Feel comfortable to go to any office and ask for assistance, whether it be how to get a tutor or where to go for counseling.

**Attend classes regularly.** Very little can make up for not being in class every day. Save your absences for when you really need them. Don't waste them at times when you just don't feel like going to class.

**Get to know your professors.** This is key to your success in college. Your professors are the gatekeepers to your success here, and you need to get to know them, talk with them outside of class, ask for help, etc. You will be surprised at how many of them are eager to help.

**Ask for help.** This is one of the most important steps you can take toward being successful in college. Come to the Student Success Center anytime and let us know what you are struggling with before it goes too far. Early intervention is the key to getting things turned around.

**Know your syllabus.** On the first day of class, make sure you carefully understand your syllabus for that course. The teacher will lay out specific information about course expectations, assignments, grading and attendance policies.

**Manage your time & avoid procrastination.** The art of time management is a hard one to master. All students admit to struggling with time management that first semester. Get assistance from academic support personnel or attend workshops to get some strategies that will help you.

**Prepare for class, not just for tests.** Many students think they can survive by cramming before big tests and that preparing for class doesn't matter. On the contrary. Preparing for class helps you stay on track and not get behind. Study for each course a little every day rather than for hours on end right before a test.

**Study in groups.** Studies show that students learn more outside of the classroom and when working with other students than they often do in the classroom. Make connections in class and form a study group that meets weekly.

**Take responsibility for your education.** This is your education, no one else's. You are in the driver's seat, and you determine the road ahead.

## Academic Policies & Procedures



All the academic policies that are key to your success are contained in the current USC Upstate catalog. If you are unclear as to how these policies may apply to you, please contact the Records Office at (864) 503-5220. The Registrar and staff welcome the opportunity to talk with students about their concerns, including the following key issues:

**Change of address and phone.** Students are required to keep their addresses and phone numbers current with the University. If you are unable to change your address and phone through Self Service Carolina, you may do so in the Records Office in the Health Education Complex.

**Change of name, major or minor** can be done online. Visit [www.uscupstate.edu/current-students/registration-records/forms](http://www.uscupstate.edu/current-students/registration-records/forms).

**Academic Standing:** Refer to the Academic Catalog for the minimum GPA required to continue as a student as well as the rules for probation and suspension.

**Academic Grievances:** Students can obtain the form and procedure from their Dean's Office or the Records Office website.

**Classification of students** is based on the total number of semester hours earned. A student must have earned 30 semester hours to be classified as a sophomore, 60 for classification as a junior, and 90 for classification as a senior. Students are classified at the end of each semester.

**Dropping a Course:** Students must drop courses on Self Service Carolina (SSC) before the "last day to withdraw without academic penalty" in order to receive a "W."

**Academic Honors:** Be sure to read this section of the catalog very carefully if you think you may qualify to graduate with honors. Students must have at least 60 USC hours to graduate with honors.

**Withdrawal from the University:** Students wishing to withdraw from all their classes should do so through Self Service Carolina (SSC). Check with the Financial Aid, Cashier's and Housing offices about refunds or monies you may be required to pay back.

Here are a few helpful places you'll want to keep in mind.

Academic Support Center  
Library 222  
503-5392

Instructional Media Services  
Admin. 103  
503-5564

Student Success Center  
Library 222  
503-5392

Mathematics Tutoring Lab  
Hodge 242  
503-5345

Opportunity Network  
Magnolia House Plaza Level  
503-5966

Writing Center  
HPAC 136  
503-5883



# Academic Affairs

**Student Success Center, Library 222 • 503-5392**

[www.uscupstate.edu/ssc](http://www.uscupstate.edu/ssc)

The Student Success Center strives to help students succeed in their studies, graduate from USC Upstate in a timely manner, and begin a career or graduate study. The Center is divided into four main areas. **Academic Support** provides students with the tools and resources needed to make a smooth transition into college. Academic Support offers free tutoring, Supplemental Instruction, study group facilitation, one-on-one consultations, service referrals, and various workshops and seminars on study skills, time management, note taking, and reading strategies. **Advising Services** serves first-year students, student athletes, and undeclared students with an emphasis on mentorship and academic success. Advisors also provide services to students who are on academic probation, as well as outreach and assistance to students who are questioning their choice of major. **University 101** is a three-hour elective course that focuses solely on freshman success. **TRIO Student Support Services** works with income eligible, first-generation college students or students with disabilities to ensure they are successful, maintain good grades, and graduate in a timely manner. TRIO Scholars get connected with a support system before classes even start that assists them through graduation.

**Career Management, Library 271 • 503-5993** Career Management seeks to make sure that every USC Upstate student has the tools, resources, information, and most importantly, a partner to navigate the college-to-career transition. Committed to empowering students at all stages of their education, this office provides a variety of services including one-on-one career counseling, resume and cover letter reviews, information workshops and recruitment events, graduate school preparation, mock interviewing, and a Career Closet that provides students with free professional attire. Additionally, this office assists alumni in their development of lifelong career management skills and strives to build mutually beneficial relationships with employers throughout the region. Students, alumni, and employers can take advantage of the university's online recruiting system, Handshake, for job postings, information sessions, and recruitment events.

**Testing Center, Media 218 • 503-7422** The Testing Center is a secure testing environment with trained proctors that can be utilized by the faculty to administer make-up tests, group tests/activities, or online tests.

**Academic Computer Labs** To view a full listing of all on-campus labs including location, hours of operation, software availability, and level of assistance provided, please visit [www.uscupstate.edu/its](http://www.uscupstate.edu/its).

**Spartan GreenSky** is an initiative of USC Upstate to provide anywhere, anytime access to USC Upstate email, files and course required software for all students, faculty and staff. Included in these services are email, cloud storage, and virtual computer access. With Spartan GreenSky users can access any of these services via any device (computer, tablet or smartphone) with Internet access, including access to nearly all computer labs and specialized software previously only available in specific computer labs. Visit [www.uscupstate.edu/its](http://www.uscupstate.edu/its) for more information.

**Printing** Students are able to print wirelessly to printers in various buildings across campus. For more information and a listing of locations visit "Student Printing" at [www.uscupstate.edu/its](http://www.uscupstate.edu/its).

**Laptop & Tablet Loaner check-out** This popular program for USC Upstate students offers laptops and tablets (iPad, Android & Windows8) equipped with wireless Internet access, SpartanGreenSky, email, and Microsoft Office for check out (up to 7 days) on a first come, first serve availability basis. These devices are fully compatible with the USC Upstate wireless network and all online information resources accessible through desktop computers. Contact the ITS Help Desk at 503-5257 or [helpdesk@uscupstate.edu](mailto:helpdesk@uscupstate.edu).

**ITS Help Desk • 503-5257** The ITS Help Desk assists students, faculty, and staff with effective and efficient use of technology and ensures their technology needs are met while at USC Upstate. The Help Desk is available over 70 hours a week, offering support over the phone, in person, email, using screen sharing, and onsite at specific locations where needs arise. Please feel free to contact the Help Desk at (864) 503-5257, [helpdesk@uscupstate.edu](mailto:helpdesk@uscupstate.edu), visit us in the Stockwell Administration building or online at [www.uscupstate.edu/its](http://www.uscupstate.edu/its).

**Math & Computer Science Tutoring Services, Hodge 242 • 503-5345**

Mathematics tutoring is available for all USC Upstate students. Tutoring services are free and available without an appointment. Computer Science tutoring is available to USC Upstate students enrolled in select computer science courses. MCS hires outstanding juniors and seniors majoring in mathematics and computer science to work in the tutoring lab.

**University Writing Center, HPAC 136 • 503-5883** The Writing Center provides free 50-minute, one-on-one tutoring sessions in writing, research and documentation strategies to students across disciplines. Sessions are available both in person and through Distance Tutoring via Skype. The Writing Center is open Monday through Friday; daily hours for each semester are posted on the University website. Appointments should be scheduled in advance with the Writing Center, but walk-ins may be occasionally accommodated.

# Student Affairs



**Dr. Tierney Bates**  
**Vice Chancellor for Student Affairs**

**Dean of Students, CLC 220 • 503-5107** The Dean of Students office is responsible for the oversight of the judicial system and the Code of Student Behavior. This office also assists students in crisis who may need to notify faculty regarding extended illness or family crisis.

**Campus Recreation, HEC • 503-5080** USC Upstate offers a full recreation program – from a long list of intramurals to various fitness programs – that is sure to fit even the busiest of college student schedules. The Campus Recreation program is committed to promoting healthy lifestyles for the campus community by providing safe, enjoyable, and educational activities for faculty, staff, and students. A valid USC Upstate student ID is necessary for admission to the Spartan Recreation Center, league play and equipment rental.

**Counseling Services, Rampey • 503-5195** Counseling is available to assist students in reaching personal and educational goals. Counseling is short-term, solution based and provided in an atmosphere focusing on growth and change. The counseling staff includes licensed counselors and medication management providers. Please note that controlled substances are not prescribed. Additional services include couples and group counseling, psychological testing (fee based), crisis counseling, outreach programming, and educational workshops. Counseling is confidential, unlimited and provided free of charge to all students. Services are available Monday through Friday, 8:30 a.m. - 5:00 p.m. Counseling may be offered face-to-face or via telehealth appointments. Appointments can be scheduled by calling 864-503-5195.

**Disability Services, CLC Suite 107 • 503-5199** Disability Services works to ensure that educational programming and services are accessible to students with disabilities. Individuals who are supported include those with physical, sensory, learning, and other disabilities such as health impairments or psychological impairments. Examples of accommodations include textbooks in alternative format, alternative test administration, assistive technology, and priority registration. Disability Services is open from 8:30 a.m. - 5:00 p.m.; extended hours are available for scheduled tests by advance appointment. Disability Services is located in the Campus Life Suite 107.

**Health Services • 503-5191** Located at 995 University Way, Health Services provides students with confidential, convenient, affordable health care on campus. Services offered include wellness & preventative care, acute illness care, sexual & reproductive health, primary care, and mental health care. Services are available to all enrolled students year round from 8:30 a.m. - 5:00 p.m., Monday - Friday. Board certified nurse practitioners are available during office hours. Students may access their web portal at [www.uscupstate.edu/myhealth](http://www.uscupstate.edu/myhealth) to schedule appointments,

communicate with providers, and view lab results. Health Services follows Federal & State laws, and University regulations related to protected health information (PHI). The office does not share information with any other medical office, university faculty or staff, or parents without consent of the student, or if disclosure required by law.

**Immunizations** All students are required to have a history of current immunizations on file prior to enrollment. For a current list of REQUIRED vaccinations, visit [www.uscupstate.edu/health](http://www.uscupstate.edu/health). You cannot register for future courses until you have returned your forms and received an immunization clearance through Health Services. Once submitted, students will receive a confirmation message in their MyHealth portal, located at [www.uscupstate.edu/myhealth](http://www.uscupstate.edu/myhealth), within 7 business days. Students with health insurance may go to a local pharmacy, health department, or doctor's office to get these vaccines. Students without insurance, or with Medicaid, who are under age 19 may qualify for the Vaccines for Children (VFC) program. For more information or to get an appointment for a vaccination, contact Health Services at (864) 503-5191.







# Student Involvement

## Student Organizations, CLC 224 • 503-5122

Research has shown that students who get involved in at least one student organization are more successful in their academic pursuits and are more likely to have a positive college experience. Getting involved is also a great way for you to meet other students with like interests and to interact with Upstate faculty or staff members outside of the classroom. Our annual Premiere Fair in August and Winter Blast in January are great opportunities to learn more about ways to get involved both on and off campus! With approximately 70 registered student organizations at USC Upstate, we have a little bit of something for everyone. Check out all of our registered student organizations at [www.uscupstate.edu/agora](http://www.uscupstate.edu/agora).

**Intercultural Education and Engagement, CLC 224 • 503-5122** In collaboration with other university divisions, Intercultural Education and Engagement strives to educate on cultural awareness, support and empower students, and promote an inclusive campus community through informative, social and equity-driven programs and services. These programs and services give all students, faculty, and staff an opportunity to learn, develop, and grow both personally and interpersonally as they are challenged to cultivate a deeper and more accurate understanding of themselves and others.

**Leadership and Service, CLC 224 • 503-5122** The Office of Leadership & Services offers cohort (group) and other leadership development opportunities for students, in addition to a variety of opportunities to participate in volunteerism on campus and in the local community. To learn more, visit [www.uscupstate.edu/leadership](http://www.uscupstate.edu/leadership) and [www.uscupstate.edu/volunteer](http://www.uscupstate.edu/volunteer).

## Joining a Fraternity or Sorority at USC Upstate

All fraternities and sororities participate in either Recruitment or Membership Intake as a means of welcoming new members. For questions about becoming a member, recruitment/intake events or Fraternity & Sorority Life (FSL), please visit [www.uscupstate.edu/FSL](http://www.uscupstate.edu/FSL). For all questions not answered there, please feel free to email us at [FSL@uscupstate.edu](mailto:FSL@uscupstate.edu).

The Office of Student Involvement exists to provide and support a plethora of student engagement opportunities. In other words, we help get you connected to the University, to other students and to the community while providing opportunities to have fun, build relationships, gain marketable experience and develop the soft skills that employers are searching for. So, what are you waiting on, a formal invitation? Well, here you go, we invite you to look around and find out how you are going to GET INVOLVED here at USC Upstate.

### Office of Student Involvement

Sansbury Campus Life Center

Suite 224

Phone: 864-503-5122

Email: [involvement@uscupstate.edu](mailto:involvement@uscupstate.edu)



- **Interfraternity Council (IFC) Recruitment** is the process that IFC-affiliated fraternities use to recruit new members. IFC Recruitment occurs at the beginning of the fall and spring semesters, but chapters may continue to recruit new members following the recruitment period.
- **National Panhellenic Council (NPHC) Membership Intake** is the process that NPHC-affiliated organizations use to recruit new members. Unlike Panhellenic Recruitment and IFC Fraternity Recruitment, each NPHC organization coordinates its own membership event dates based on the needs of the chapter. Some organizations may host Intake in the fall semester, spring semester, or both. Please visit the FSL webpage to see any upcoming intake dates.
- **Panhellenic Council (PC) Recruitment** is the process that PC-affiliated sororities use to recruit new members. Recruitment occurs at the beginning of the fall semester, every academic year. Additional information regarding registration, fees, and recruitment events is available on the Fraternity & Sorority Life webpage. Ready to register for recruitment? Register at [uscupstate.mycampusdirector2.com](http://uscupstate.mycampusdirector2.com).
- In accordance with South Carolina's **Tucker Hipps Transparency Act**, USC Upstate reports findings of violations involving alcohol, drugs, sexual assault, physical assault and hazing by fraternity and sorority organizations formally affiliated with the University. Reports include the organization's name, incident date, report, charge, investigation and resolution. Reports also include a general incident description and subsequent charges, findings and sanctions placed on the organization. These reports can be viewed by visiting [uscupstate.edu/fsl](http://uscupstate.edu/fsl) and clicking on "Fraternity and Sorority Life Organizational Conduct" on the drop-down menu.

In order for our students to be fully informed about their choices when joining a fraternity or sorority, USC Upstate provides a Fraternity/Sorority community scorecard that contains information on chapter semester/cumulative GPA and service/philanthropic contributions. This information can help students to evaluate the organizations they are considering joining. To download the most recent scorecard, visit [uscupstate.edu/fsl](http://uscupstate.edu/fsl) and click "Standards of Fraternal Excellence and Community Scorecard".

# Student Services ↓

## How to Buy Your Books

The USC Upstate Bookstore offers several options for students in the market for new and used textbooks:

- ➔ In-store shopping. Bring your schedule with course information to the Bookstore, and the staff will make sure you get the right book for every class. We offer rental textbooks for some courses as well.
- ➔ Online shopping with the option of pick-up or ship to home. (There will be an option in the shipping section of checkout that customers may choose, so their books can be pulled and packaged for pick-up.) You may also rent books through our website.
- ➔ Express ordering is available online with use of the unique six digit schedule code.
- ➔ Greenville campus students may purchase books online at [www.upstatebookstore.com](http://www.upstatebookstore.com) or visit the main campus.

Bookstore hours during the summer are 8 a.m. to 5 p.m. Monday through Friday. Fall books go on sale the first business day of August. Visit [www.upstatebookstore.com](http://www.upstatebookstore.com) for more information.



### USC Upstate Department of Public Safety, 219 North Campus Blvd. • 503-7777

The USC Upstate Department of Public Safety is a certified South Carolina law enforcement agency. As such, all officers are graduates of the Criminal Justice Academy possessing statewide jurisdiction as commissioned State Constables. The department is staffed 24 hours a day, seven days a week; however, the administrative offices are open from 8:30 a.m. until 5:00 p.m. Monday through Friday. In providing for the safety and security of our campus constituencies, the Department of Public Safety offers a wide array of community services including crime prevention programs, management of the University Motor Pool, accident investigations, lost and found services, emergency medical response, University ID and parking permit distribution, vehicle battery jumps, vehicle unlocks, security escort service, building locks and unlocks, fire and intrusion alarm response, parking enforcement, criminal investigations, emergency preparedness, risk management, and a host of other courtesies.

**Communicating an emergency:** If an emergency or accident occurs on campus, students should notify University Police by dialing 911. Please dial 503-7777 for routine business matters. Emergency telephones are located at the entrance to most campus buildings and automatically connect to a representative of the Police Department. In addition, emergency call boxes have been placed in strategic locations around campus to facilitate immediate contact with an on-duty police officer. Students can register for SpartAlert, the campus emergency notification system, through SSC. The emergency notification system will provide students with critical information when unexpected circumstances arise that pose a threat of imminent danger to our community. When registering, students are asked to provide a cell phone number, e-mail address and work/alternate phone number. This information is necessary to receive emergency alerts. USC Upstate will also use other communication tools during emergency situations as well. These may include paging to campus telephone extensions, electronic signage, a coordinated use of public media outlets, and text alerts.

**Parking and Traffic Regulations:** Any person parking a vehicle on campus must register his or her vehicle with the University Police Department to receive a parking permit. Parking permits are valid for one academic year and must be renewed prior to the beginning of the fall semester.

### Dining Services, CLC • 503-5900

Dining Services is located just off the first floor lobby of the Sansbury Campus Life Center in office 121. To learn more about campus dining service, please visit our website, [uscupstatedining.sodexomyway.com](http://uscupstatedining.sodexomyway.com).

### Veterans Affairs, HEC, Suite 2081 • 503-5273

The Records Office handles certification of all veterans receiving educational benefits while at USC Upstate and assists with problems concerning such benefits. Students who want to apply for V.A. benefits should contact the Veterans Affairs office.

### Bookstore, HEC • 503-5167

Hours: Monday-Thursday, 8:00 a.m. - 6:00 p.m.  
Friday, 8:00 a.m. - 5:00 p.m.

The Upstate Bookstore is pleased to offer students a full range of shopping experiences. From getting your needed classroom materials, by either purchasing or renting, to getting your latest Spartan gear, the bookstore is your one stop shop on campus or on the web. Please stop by for a visit soon. **Book Return Policy:** Absolutely no refunds or exchanges are allowed after the full refund and drop/add period. For full refund policy and textbook rental policy, visit [www.upstatebookstore.com](http://www.upstatebookstore.com).





# Academic & Tech Terms

**Academic Catalog** The Academic Catalog is more than 270 pages of information containing course descriptions and requirements for all degree programs, along with academic regulations and other University information. Students should use the catalog as their reference manual to the University. The Academic catalog may be accessed online at [www.uscupstate.edu/academiccatalog](http://www.uscupstate.edu/academiccatalog).

**Blackboard** is an online course delivery system where your instructors may post announcements, course syllabi, assignments or other information. Essentially, it is a mobile classroom that is accessible anywhere you have an Internet connection, so you can take full advantage of your education even if you are not on campus. For more information, visit the Information Technology website, [www.uscupstate.edu/its](http://www.uscupstate.edu/its).

**Email and Network File Space** The University uses campus email for official notifications so students should check their campus email regularly. Students have access to the best email, calendaring, and network server environment available in Microsoft Office 365. It comes with a 10GB inbox, online storage up to 25GB, calendar, chat, spaces pages, Office Live and many other great features. You can access email in Microsoft Office 365 by using Microsoft Outlook Web App, a web-based version of Microsoft Outlook. Outlook Web App gives you access to your Microsoft Exchange mailbox from any computer connected to the web. For more information visit [www.uscupstate.edu/its](http://www.uscupstate.edu/its).

**FAFSA** stands for the Free Application for Federal Student Aid. This application is used in determining federal, state and local forms of financial aid to include grants, loans, and work-study.

**Semester Hour** One semester hour is one unit of academic credit. Most USC Upstate courses are 3 credits (some science courses are 4, including the lab). Degree programs require a minimum of 120 hours to graduate. If your student takes 15 hours per semester, they can graduate in four years.

**Semester** The University operates on a semester system with the academic year divided into units: three semesters, fall, spring and summer. Students must register for each semester separately.

**Syllabus** A syllabus is a summary or outline of a course, detailing what instructors expect of students including attendance policy and grading system.

**Username** A username is the login identity students use when they access their USC Upstate email and network accounts. It is the same as your Blackboard username. When logging into Live@Edu for email access, you need to use your entire email address. i.e., [username@email.uscupstate.edu](mailto:username@email.uscupstate.edu).

**SSC** stands for Self Service Carolina, the main portal which allows students to check and update personal information, register for classes, pay fees, check financial aid status, and view grades. Self Service Carolina can be accessed from [my.sc.edu](http://my.sc.edu).

**Virus Software** The University uses computer software to prevent computer viruses. USC Upstate students can get a free copy for their personal computers from the Help Desk.

## Campus Life Terms

CAB - Campus Activities Board

CLC - Olin B. Sansbury, Jr. Campus Life Center

DIBS - Diversity in Business Students

The Hodge - G. B. Hodge Center, home to Spartan Athletics, academic offices, and classrooms

The Lounge - gathering space and game room in CLC 210 that features a computer lab

The Tree Houses - Palmetto House & Magnolia House

Lower Quad - grassy area between Media, Smith, HPAC & College of Arts and Sciences Building (CASB)

Upper Quad - grassy area between Library, Administration, Hodge and Media

SGA - Student Government Association

Sparty's Den - game room in Palmetto House



# The Colleges



## College of Arts, Humanities and Social Sciences

### **Dr. Tanya Boone, Dean**

CASB 114 • 503-5795

tanyabh@uscupstate.edu

### **Department of Fine Arts and Communication Studies**

HPAC 125 • 503-5689

**Majors:** Art Education, Art Studio (Graphic Design), Commercial Music, Communication (Communication Studies, Mass Media, Public Relations), Theatre

**Minors:** Art History, Commercial Music, Communication Studies, Health Communication, Mass Media, Public Relations, Theatre

### **Department of History, Political Science, Philosophy and American Studies**

Media 102 • 503-7303

**Majors:** History, Political Science

**Minors:** African American Studies, American Studies, Philosophy, Political Science, Pre-Law, Religion, Southern Studies

### **Division of Languages, Literature and Composition**

HPAC 222 • 503-5688

**Majors:** English, Spanish

**Minors:** American Sign Language & Interpreting, Creative Writing, English, Film Studies, French, German Studies, Global Studies, Spanish, Spanish Translation/Interpreting

### **Department of Psychology**

CASB 133 • 503-5706

**Major:** Psychology

**Minors:** Psychology, Child Advocacy Studies

### **Department of Sociology, Criminal Justice and Women's Studies**

Media 317 • 503-5701

**Majors:** Sociology, Criminal Justice

**Minors:** Criminal Justice, Sociology, Women's & Gender Studies

**Area of Study:** Crime Analysis

### **Center for Child Advocacy Studies**

CASB 114 • 503-5795

**Minor:** Child Advocacy Studies

## College of Science and Technology

### **Dr. Jeannie Chapman, Dean**

CASB building • 503-5768

jchapman@uscupstate.edu

### **Department of Informatics and Engineering Systems**

Media 201 • 503-5432

**Majors:** Advanced Manufacturing Management, Engineering Technology Management, Information Management & Systems, Health Information Management

**Minors:** Health Informatics, Information Management & Systems

### **Division of Mathematics and Computer Science**

Hodge 204 • 503-5305

**Majors:** Computer Information Systems, Computer Science, Cybersecurity, Math

**Minors:** Math, Computer Science

### **Division of Natural Sciences and Engineering**

Smith 215 • 503-5464

**Majors:** Biology, Chemistry

**Minors:** Biology, Chemistry

**Areas of Study:** Pre-Dental, Pre-Engineering, Pre-Medical, Pre-Optometry, Pre-Pharmacy, Pre-Physician Assistant, Pre-Veterinary Medicine



## University College

### **Dr. Kim Purdy, Dean**

Admin building • 503-5779

kpurdy@uscupstate.edu

### **Interdisciplinary Studies**

CASB 110 • 503-5703

**Major:** Interdisciplinary Studies

**Minor:** Nonprofit Administration





# Professional Schools

## George Dean Johnson, Jr. College of Business and Economics

### **Dr. Frank Rudisill, Interim Dean**

JCBE 222 • 503-5511

frudisill@uscupstate.edu

### **Dr. Jim O'Connor, Associate Dean**

JCBE 208 • 503-5588

joconnor@uscupstate.edu

*Graduates receive a Bachelor of Science Degree in Business Administration with one of the following majors:*

**Majors:** Accounting, Economics/Finance, Entrepreneurship & Innovation, Logistics & Supply Chain Management, Management, Marketing

**Minors:** Business Administration, Business & Entrepreneurship, Economics



## Mary Black College of Nursing

### **Dr. Shirleatha Lee, Dean**

HEC 3050 • 503-5444

### **Dr. Felicia Jenkins**

#### **Associate Dean (Spartanburg)**

HEC 3098 • 503-5441

fjenkins@uscupstate.edu

### **Dr. Toshua Kennedy, Director of RN-BSN Track and Graduate Program**

UCG 106 • 552-4256

tkennedy@uscupstate.edu

### **Craig Sudduth, Director of Nursing Student Services**

HEC 3095 • 503-5508

csudduth@uscupstate.edu

### **Nursing Major:**

Bachelor of Science in Nursing: Two tracks leading to the BSN; one for RN to BSN and one for four year (pre-licensure) students.



## College of Education, Human Performance and Health

### **Dr. Ugena Whitlock, Dean**

HEC 3005 • 503-5733

uwhitlock@uscupstate.edu

### **Dr. Stephen Bismarck, Chair**

HEC 3019 • 503-7404

sbismarck@uscupstate.edu

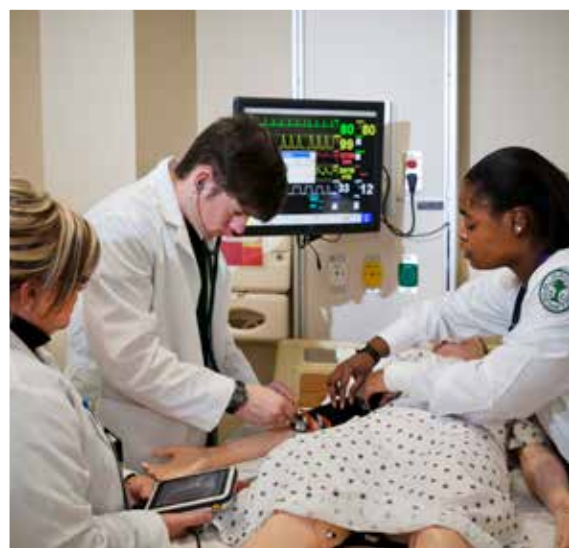
### **Dr. Jim Kamla, Chair**

HEC 3023 • 503-5851

kamia@uscupstate.edu

**Majors:** Child Development & Family Studies, Community Health, Early Childhood Education, Elementary Education, Exercise & Sport Science, Middle Level Education, Physical Education, Secondary Education: Biology, Chemistry, English, Math, Social Studies/History, or Spanish concentrations, Special Education: Learning Disabilities

**Minors:** Coaching, Education, Sport Strength & Conditioning





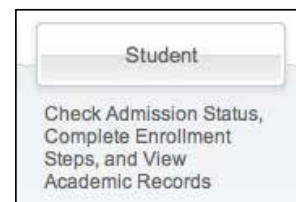
# Registering for Class

## Sign in to Self Service Carolina with your VIP ID and password.

You'll need your VIP ID and password (see instructions on pages 12-13) in order to register for classes. Go to [my.sc.edu](http://my.sc.edu) and login to Self Service Carolina to begin the registration process.

## Select the Student Menu.

All registration business takes place under the Student tab. Information about all your student records can be found here, too.



## Click on Registration.



The drop-down menu provides you with everything you need for a successful registration. After you register, you can check out your schedule. Love to browse the master schedule? You can do that, too.

## Check your Registration Status.

By selecting Prepare for Registration, you can see if you have any holds as well as view your time ticket (registration appointment time).

## Meet with your adviser.

You must meet with your adviser prior to registration in order to have your advisement hold lifted. During Orientation, you'll have a scheduled time to meet with an adviser, and Student Orientation Leaders will help you register for classes.

## Need to find a class? Select Browse Classes.

From here, select a term, a campus and a subject, and you can directly search the master schedule. Find the course you want? Select the section, check the box and register yourself.

## Already know what you want?

Select Add or Drop Classes and enter the CRN (schedule code) and you are set! Once you've registered for your courses, you can check your schedule by clicking on Week at a Glance for a visual.

## Trouble remembering your VIP ID or password?

Go to [my.sc.edu/vipid](http://my.sc.edu/vipid) to claim your VIP ID and set or reset your password.



# Financial Aid

USC Upstate offers a full range of financial assistance programs designed to aid students and their families with the cost of higher education. Options for students earning degrees include scholarships, grants, loans and employment opportunities. These resources are awarded to students based on financial need, academic strength, leadership potential, special talents, or a combination of these criteria.

## Scholarship and Financial Aid Award Letters

Students will receive notification on SSC detailing the type and amount of financial aid for which you are eligible, along with any scholarship awards. Notifications to students generally begin in April. Awards cannot be made until all requested information is received. Emails and/or notices on SSC are sent to students if additional information is needed to finalize financial aid awards. Links or enclosures may include affidavits for various state programs. (For eligibility requirements and other information on state-funded scholarships, please visit [www.che.sc.gov](http://www.che.sc.gov)). Revised award notifications are sent through SSC as new USC Upstate scholarships, grants, and loans are awarded; students can make changes to their loan award amounts by making changes on SSC. Students must notify USC Upstate of any grants and scholarships awarded by outside sources.

## Student Loan Application Processing

If you requested a Federal Direct Loan on the FAFSA, USC Upstate will send all first time borrowers instructions on completing the required steps to receive federal loans via SSC. Complete instructions on Federal Direct Loans and the process can be found on the USC Upstate website. Scholarships and financial aid may be used to pay tuition, fees, room and board. Financial aid funds can be used toward bill payment. Financial aid funds may be pending for unmet requirements as follows:

## Minimum Hours

Aid is awarded based on full-time enrollment (12 or more hours each term). If the student is registered for fewer than 12 hours for a major semester, financial aid may be pending. To make the funds available, student may register for more hours or notify the Financial Aid Office that he/she will be less than full-time for the fall or spring semester. Eligibility will be determined based on the number of hours for which the student will be enrolled.

## Loan Counseling or Loan Master Promissory Note

Students awarded Federal Direct Loans must complete Direct Loan counseling and sign the Master Promissory Note by accessing [www.studentaid.gov](http://www.studentaid.gov).

## Award on Hold or Over Award

Contact the Financial Aid Office for information regarding this message.

Office of Financial Aid and Scholarships  
Health Education Complex, Suite 2081  
Phone: 864-503-5340 Fax: 864-503-5974  
Email: [finaid@uscupstate.edu](mailto:finaid@uscupstate.edu)



# Calendars & Contacts



## Helpful Hints...

- ➔ Make sure to check your schedule frequently on SSC during the summer, especially the night before classes begin. Classes get moved around for various reasons and you want to make sure you can find your classes on the first day. Don't use your old printed schedule from summer orientation.
- ➔ Pay careful attention to where you park! Read the parking map they give you and look for the parking permission signs. It's easy to park in a faculty/staff spot and not know it. Just remember to stay away from anything "green." It will only mean a ticket from parking services!
- ➔ If there is no professor's name listed on your class schedule for a particular course, don't worry-one will be assigned. Keep checking SSC for updated information.
- ➔ Call the Student Success Center at 503-5392 with any question you might have. They have MOST of the answers!
- ➔ Before classes begin, physically map out your academic schedule. Find your buildings and locate your exact classroom. It will save time and anxiety on the first day of class.

## Orientation Leaders

Visit [www.uscupstate.edu/orientation](http://www.uscupstate.edu/orientation) or scan the QR code to learn more about orientation and our OAR Student Leaders.



## Academic Calendar

### Fall 2022

<b>Aug. 18:</b>	Classes begin
<b>Sept. 5:</b>	Labor Day (no classes)
<b>Oct. 13-14:</b>	Fall Break
<b>Nov. 23-25:</b>	Thanksgiving Break
<b>Dec. 2:</b>	Classes end
<b>Dec. 5-9:</b>	Final exams
<b>Dec. 10*:</b>	Graduation

### Spring 2023

<b>Jan. 9:</b>	Classes begin
<b>Jan. 16:</b>	MLK holiday
<b>March 5-12:</b>	Spring Break
<b>April 24:</b>	Classes end
<b>April 25-May 1:</b>	Final Exams
<b>May 2*:</b>	Commencement

## Contact Information

<b>Admissions</b> HEC, Suite 2081 503-5246	<b>Dean of Students</b> CLC 220 503-5107	<b>Interdisciplinary Studies</b> CASB 110 503-5703	<b>Spartan Rec Center</b> HEC 503-5080
<b>Athletics</b> Hodge 101 503-5144	<b>Disability Services</b> CLC, Suite 107 503-5195	<b>Library</b> 503-5620	<b>Student Government</b> CLC 210 503-5134
<b>Cashier's Office</b> HEC, Suite 2081 503-5326	<b>Financial Aid</b> HEC, Suite 2081 503-5340	<b>Records</b> HEC, Suite 2081 503-5220	<b>Student Involvement</b> CLC 224 503-5122
<b>Chancellor's Office</b> Admin 201 503-5200	<b>Health Services</b> 995 University Way 503-5191	<b>Residential Life</b> Palmetto House 503-5422	<b>University Public Safety</b> 503-7777
<b>Counseling Services</b> Rampey 503-5195	<b>Info Tech. Help Line</b> 503-5257 (Spartanburg) 552-4269 (Greenville)	<b>ROTC</b> URC 503-5103	

*(All USC Upstate telephone numbers use the 864 area code)*

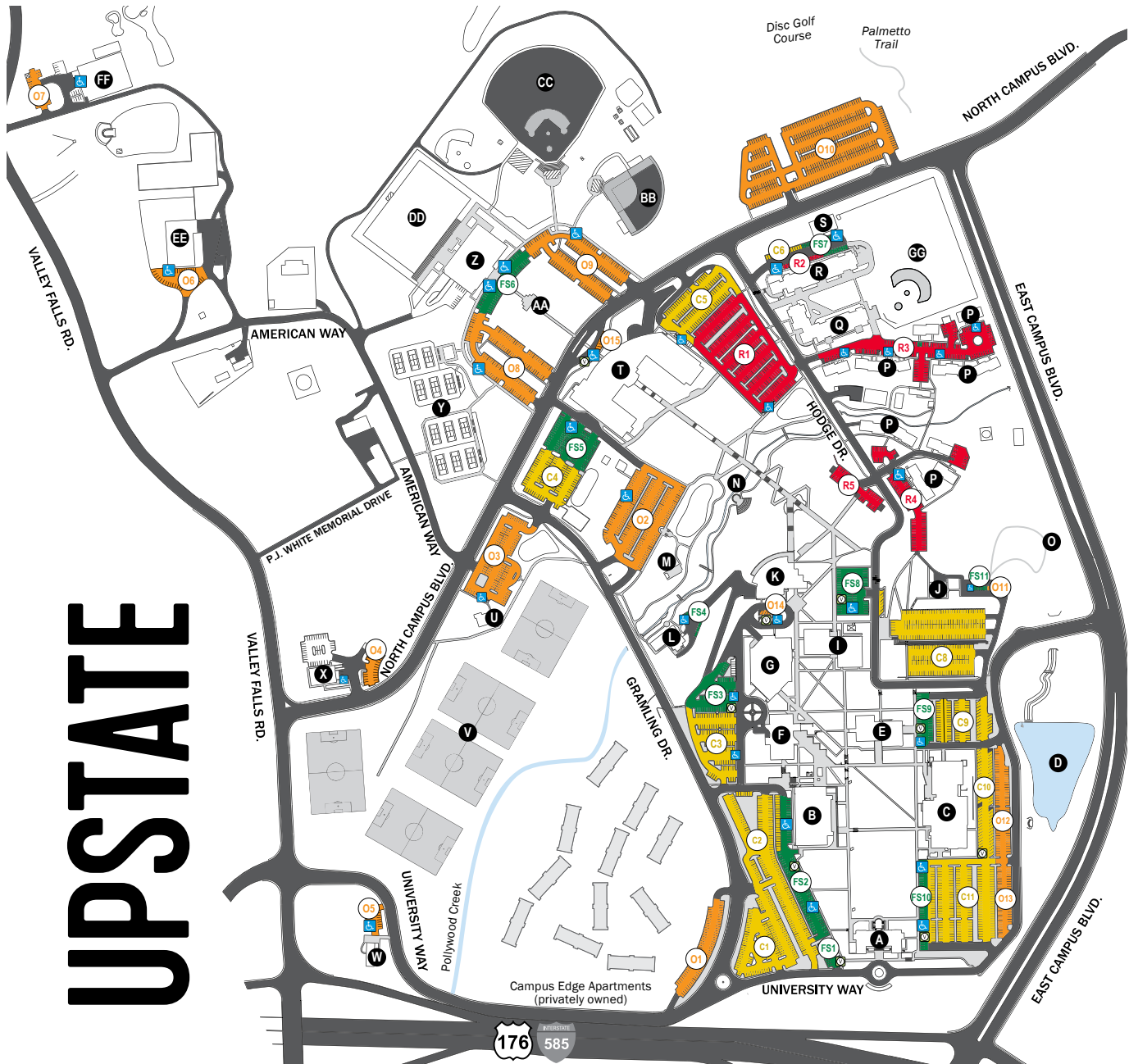
The departments within USC Upstate Enrollment Services will be happy to assist you with any questions or needs you may have. Just give us a call at our toll free number, 1-800-277-8727, or use any of the numbers listed.

Orientation Information	864-503-5246	Tuition Payment Plan	864-503-5233
Records & Registration	864-503-5220	SC Residency Info	864-503-5246

Web: [www.uscupstate.edu/admissions](http://www.uscupstate.edu/admissions) ■ Email: [admissions@uscupstate.edu](mailto:admissions@uscupstate.edu)



# Campus Map



## Campus Map Legend


 faculty & staff	 commuting student	 residential student	 overflow	 visitor	 handicap
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- A. John C. Stockwell Administration Building
- B. Library
  - Richard E. Tukey Theatre
- C. G.B. Hodge Center/Arena
- D. Upstate Rotary International Peace Park
- E. Media Center/WRET-TV
- F. Horace C. Smith Science Building
- G. Humanities & Performing Arts Center
  - Curtis R. Harley Art Gallery
- I. Arts & Sciences Building
- J. Burroughs Building
  - International Studies
  - Honors Program
- K. Olin B. Sansbury, Jr. Campus Life Center

- L. P. Kathryn Hicks Visual Arts Center
- M. Dr. Lawrence E. Roël Garden Pavilion
- N. Susan Jacobs Arboretum
- O. Science Trail
- P. The Villas
- Q. Palmetto House
- R. Magnolia House
- S. John M. Rampey Center
  - Spartan Rec Center
  - Mary Black College of Nursing
  - College of Education, Human Performance, and Health
  - Enrollment Services
  - Bookstore
- T. Health Education Complex

- U. Smith Farmhouse/Athletic Annex
- V. Soccer Fields
- W. Health Services
- X. University Public Safety
- Y. University Readiness Center/S.C. National Guard
- Z. Louis P. Howell Athletic Complex
- AA. Cyrill Softball Stadium
- BB. Cleveland S. Harley Baseball Park
- CC. County University Soccer Stadium
- DD. Facilities Management Complex
- EE. University Services Building
- FF. Intramural Field

[CLICK HERE TO SEE THE ELECTRONIC VERSION OF OUR CAMPUS MAP](#)



At the USC Upstate, Up is more than a word to us. It's an attitude of commitment. It's how we approach everyday opportunities and learning experiences. You are now a proud member of the Spartan family that radiates with that Up spirit.

# UPSTATE

University of South Carolina

USC Upstate  
Office of Admissions  
800 University Way  
Spartanburg, SC 29303  
864-503-5246  
800-277-8727  
[admissions@uscupstate.edu](mailto:admissions@uscupstate.edu)  
[www.uscupstate.edu](http://www.uscupstate.edu)